

## **Bur-Mil Summer Camp**

### **Counselor-in-Training (CIT) Job Description**

A Counselor-in-Training (CIT) is a young person who desires to learn the leadership skills of a camp counselor. The CIT is one who learns by doing and by observing. The CIT works in coordination with other CIT's, camp counselors, and the camp director.

The CIT will not be reimbursed for travel expense to the camp site but will not be charged a fee for the week of camp. A CIT may request to attend one week of camp or all weeks of camp. After the CIT has attended camp for one week, his/her performance will be evaluated and if performance is at a satisfactory level, the CIT will receive an invitation to return to camp the following week. The CIT will be evaluated every week he/she attends camp. A CIT **MUST** receive an **INVITATION** in order to return to camp each week.

The following are some of the desired qualities of a CIT:

1. An interest in working with children.
2. Able and willing to work with others.
3. Able and willing to take direction.
4. Has participated previously in a camping program.
5. Is mature in judgment and attitude.
6. Is willing to give full attention to the program.

THE CIT IS RESPONSIBLE TO:

1. Park Management
2. Camp Director
3. Camp Counselors

PURPOSE:

1. To provide leadership for a group of campers in the camp program.
2. To develop leadership abilities and skills in young people.
3. To assist counselors in providing a fun and safe camp environment for the campers.

QUALIFICATIONS:

Counselor-in-training should:

Be of the appropriate age for CIT's:

- Persons having completed 8<sup>th</sup> grade may be a CIT for the 5-8 year-old group.

- Persons having completed 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade may be a CIT for the 9-12 year-old group.
1. Be able to relate well to others, especially children.
  2. Exhibit knowledge of responsibilities.

**RESPONSIBILITIES:** Each Counselor-in-Training (CIT) will —

1. Abide by BUR-MIL CAMP POLICIES and PROCEDURES.
2. Attend Counselor Orientation.
3. A CIT is responsible to know where her/ his campers are at all times.
4. Assist counselors in responsibilities of a co-ed camper group of 40 children ages 5-12.
5. Guide campers in following all camp policies, procedures and rules and must be willing to abide by the same rules by which the campers themselves follow.
6. Guide campers in participation in group, individual, and all-camp activities. The CIT should encourage healthy relationships and competition between campers and groups.
7. Practice good, effective, and shared leadership with counselors and campers.
8. Participate in all activities with the group and must be willing to involve and submerge themselves in the activities of the group.
9. Cooperate with the authority and duties of hired camp staff.
10. Begin the week prepared, rested and ready for the task.
11. Greet campers every morning.
12. Plan activities for the campers with counselor, allowing flexibility.
13. Assist in program activities with Camp Director, as assigned.
14. Give aid to less experienced CIT's.
15. Report to Camp Director matters s/he cannot handle, e.g., discipline, communication problems with staff, counselors or campers, etc.
16. Must prevent romantic entanglements which could disrupt the life of the whole camp and destroy the CIT-camper relationship.
17. Work with the Camp Director to develop a weekly schedule of available days and times to be at camp.
18. Must notify Camp Director of time-off.
19. Must have reliable transportation to and from camp.

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CIT's Signature

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Date

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Parent/Guardian Signature

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Date

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Bur-Mil Management Signature

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Date